

## MUNICIPAL COURT MARSHAL

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

To serve as Peace Officer for the Municipal Court; to serve warrants and subpoenas and to make arrests for offenses under the jurisdiction of the Municipal Court; and to maintain order in the court and escort personnel to court and jail.

### **DISTINGUISHING CHARACTERISTICS**

This is the lower level class in the Municipal Court Marshal series. This class is distinguished from the Senior Municipal Court Marshal by the performance of the more routine duties and is not expected to perform with the same independence of direction and judgment.

### **SUPERVISION RECEIVED**

Receives general supervision from Municipal Court Marshal Lieutenant and higher level management staff. Receives technical and functional oversight from the Senior Municipal Court Marshal.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Apprehend, arrest and maintain custody of offenders and individuals sought on -arrest warrants and other court orders issued by the Municipal Court judges, which often involve house searches and defendants with lengthy criminal records, including felonies.
2. Maintain order and provide security for the judge, court staff and public in the courtroom; operate metal detection and x-ray devices to screen citizens entering the court; respond to emergency situations in Municipal Court and other City facilities as requested; provide first aid and CPR as needed.
3. Transport prisoners between court and local city and county jails; transport individuals who have been detained by other jurisdictions on city warrants.
4. Obtain criminal history and driving records, when applicable, on individuals appearing before the Court.

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**Essential Functions:**

5. Conduct investigations of injury and accidents occurring in any Court facility or other assigned area; investigate crimes; gather and preserve evidence; interview victims, complainants and witnesses; identify and interrogate suspects; testify and present evidence in court.
6. Enforce laws and ordinances, issue warnings and citations and make arrests for violations occurring in areas of assignment.
7. Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
8. Attend training sessions on changes in laws pertaining to arrests, the use of force and other law enforcement related issues; attend training sessions on the use of new equipment and procedures, including proper driving techniques for emergency situations and modern radio communication systems.
9. Initiate booking sheets and other court documents on subjects remanded to custody by the court, for subjects ordered to report to work program, house arrest, DUI counseling or assessment, traffic school and for subjects booked on weekend dates.
10. While on duty, carry a firearm and other department approved protective devices; maintain qualifications to carry a firearm.
11. Escort clerks who transport court funds to Finance Department.
12. Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the public.
13. Prepare reports on operational assignments.

**Marginal Functions:**

1. File updated changes to the Nevada Revised Statutes and Las Vegas Municipal Codes.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Modern office procedures, methods and computer equipment.  
Basic self-defense tactics.  
Techniques of communicating with customers.  
Basic first aid techniques.  
Basic interviewing techniques.  
Basic report writing techniques.  
Proper English grammar, spelling and punctuation.

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**Ability to:**

- Meet and maintain the established physical requirements.
- Successfully complete Police Officer Standards and Training (P.O.S.T.) Category I academy.
- Successfully complete first aid and CPR training.
- Learn to interpret and enforce laws pertaining to courtroom procedures.
- Learn public relations practices.
- Learn to work independently.
- Learn to cope with adverse situations.
- Accurately observe and remember names, faces, numbers, incidents, details and places.
- Adopt quick and responsible plans of action in emergency situations.
- Understand and follow oral and written instructions, regulations and laws.
- Properly use and maintain a firearm.
- Operate standard equipment and facilities required for assigned duties.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain mental capacity which allows for effective interaction and communications with others.
- Maintain effective audio-visual discrimination and perception needed for:
  - *Making observations;*
  - *Communicating with others;*
  - *Reading and writing; and*
  - *Operating assigned equipment and vehicles.*
- Maintain mental capacity which allows the capability of:
  - *Exercising sound judgment and rational thinking under dangerous circumstances;*
  - *Evaluating various options and alternatives and choosing an appropriate and reasonable course of action;*
  - *Effective interaction and communication with others; and*
  - *Demonstrating intellectual capabilities.*
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
  - *Walking, standing or sitting for extended periods of time;*
  - *Running, crouching, crawling, lifting, climbing stairs or ladders during emergency situations;*
  - *and*
  - *Operating assigned equipment and vehicles.*
- Effectively deal with personal danger, which may include exposure to:
  - *Armed or dangerous persons;*
  - *Communicable diseases;*
  - *Hazards of emergency driving; and*
  - *Natural or man-made disasters.*

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**Experience and Training Requirements**

**Experience:**

One year of public contact experience involving the frequent interpretation, explanation or enforcement of either an organization's policies and procedures, or public laws, codes, ordinances and regulations.

**Training:**

Equivalent to graduation from high school. Additional course work or training in criminal justice, sociology, psychology or a related field is desirable.

**License or Certificate**

Possession of an appropriate, valid driver's license on the date of application.

Must be 21 years of age and a citizen of the United States on the date of application (P.O.S.T. requirement).

Possession, and maintenance, of a Nevada Peace Officer Standards and Training (P.O.S.T.) Category I certificate within one year of the date of appointment. Formal law enforcement academy training equivalent to P.O.S.T. may be substituted; successfully challenging the Nevada P.O.S.T. Category I requirements will be required for substitution.

Must qualify with a duty firearm every quarter.

**WORKING CONDITIONS**

**Environmental Conditions:**

Courtroom and field environments; occasionally work in an emergency peace control environment; travel from site to site; exposure to potentially hostile environments and individuals, potentially life-threatening conditions, dangerous persons, firearms, human bodily fluids, inclement weather conditions.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for heavy lifting, bending, stooping, walking, sitting, running, climbing, stooping, crouching or standing for prolonged periods of time; operating motorized equipment and vehicles.

ARB  
REV 2/26/04 (changed timing on firearm qualifying)  
FLSA& City: nonexempt  
CSB 2/14/01  
Approved 2/26/04